

HELPING CONTRACTORS MEET DVBE GOALS!



CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION PROGRAM



DEPARTMENT OF WATER RESOURCES

1416 Ninth Street
Room 315
Sacramento, California 95814

**DEPARTMENT OF WATER RESOURCES
DISABLED VETERAN BUSINESS ENTERPRISE
PARTICIPATION PROGRAM**



PROGRAM PURPOSE: Enacted in 1989, Assembly Bill 1933 (Public Contract Code 10115) mandates that all State departments provide California disabled veteran business enterprises (DVBE) with the opportunity to compete for a portion of the billions of dollars awarded annually through the state's competitive procurement bidding process.

In an effort to meet legislative mandates, the Department of Water Resource's (DWR) DVBE Advocate over-see's the Department's program efforts and responds to prime contractors who need assistance responding to DVBE participation goals included in DWR solicitations. Equally, the Advocate assists DVBE contractors seeking to partner with prime bidders responding to DWR solicitations.

DWR is committed to achieving the state's DVBE participation goals. As part of this commitment, the Department's Advocate answers questions related to the program and provides the opportunity for prime contractors to submit their DVBE Participation Program compliance documentation for a pre-review prior to the contractor's final bid submission. The Advocate assists contractors overcome any deficiencies in their Good Faith Effort to ensure that all elements of the program are complied with. Upon satisfactory completion, the Advocate issues a *Notification of Compliance (Attachment II)* to the contractor. This Notification is then included with their DVBE Documentation at the time of bid submission.

TO ACHIEVE THE GOAL OR THE GOOD FAITH EFFORT, CONTRACTORS MUST-

- ◆ Directly sub-contract 3% of the contract value to a certified DVBE firm, or
- ◆ Complete the five steps of the good faith effort if subcontracting less than 3% with a DVBE sub-contractor, or
- ◆ Complete the five steps of the good faith effort when no DVBE is selected.

COMPLETING THE PROCESS:

Are you a certified DVBE bidding as a Prime Contractor?

- ◆ If the answer is "yes", complete DWR 9526, Part 1, Summary of Disabled Veteran Business Enterprise Participation, and obtain a copy of your certification from the Office of Small Business and DVBE Certification (OSDC) and submit both with your bid response. (See DWR 9526 Part 1, Sample Attachment I)

**Do you know of, or do you have an ongoing business relationship with a certified DVBE?
And, are you committing to three percent? If so –**

- ◆ Confirm with the DVBE that they are certified – obtain a copy of the OSDC certification letter from the contractor or from the OSDC web-site.
- ◆ Complete DWR 9526, Part 1, Summary of Disabled Veteran Business Enterprise Participation, and attach a copy of their certification letter and submit both with your bid response.

What if you are not a DVBE and do not know of or have an ongoing relationship with a certified DVBE?

- As a prime contractor, you must complete each of the steps of the good faith effort as instructed on DWR 9526, Part 2- Documentation of Good Faith Effort, Attachment I. (See Sample Attachment I, Part 2)
- Submit all the documentation with your bid response. (Request a pre-review from the DVBE Advocate)

THE GOOD FAITH EFFORT – CONTACT, ADVERTISE AND INVITE TO BID

Complete DWR 9526, Part 2, “Documentation of Good Faith Effort” to satisfy Good Faith Effort requirements. When you are completing the GFE, you must:

CONTACT-

- The DWR Advocate – the Advocate will assist you to locate other potential DVBE contractors. Call the **DVBE Advocate at (916) 651-9705**.
- The OSDC to request the State Contracting Resource Packet – (916) 323-5478, or contact their web-site at: <http://www.documents.dgs.ca.gov/pd/dvbe/resource.pdf>
- Other local DVBE agencies and known DVBE businesses (consult the Department of General Services (DGS) State Contracting Resource packet for a list of potential DVBE agency contacts)
- Other State Agencies (consult the DGS online State Contracting Resource packet)
- The Federal Department of Defense/Central Contractor Registration web-site – internet contact only at the following website: <http://www.ccr.gov> Obtain list of potential firms or the statement of “no available firms located”. Downloading this documentation from DOD/CCR will verify that contact has been made.

IMPORTANT NOTE: If a contractor is selected from the DOD/CCR listing, you must verify the contractor is also certified by the OSDC as a DVBE doing business in the State of California. This certification must be included with the final bid submission.

ADVERTISE –

- in a both trade publication and in a focus publication, or
- In a dual purpose publication when it meets the legal definition of both trade and focus. See the DGS State Contracting Resource Packet for acceptable trade and focus publications
- Advertise at least **14 calendar days** prior to bid submission due date, unless otherwise stated. The ad must be specific enough to encourage responses and includes the following information:

1. Awarding department address and contact information
2. Bid solicitation number
3. Bid opening date
4. Type of work or supplies needed
5. Request quotes or bids
6. Geographic area or location where work will take place

DWR allows for electronic advertising or inter-net publications. Copies of the ad(s) must be submitted with the good faith effort documentation. (See *Sample Advertisement, DWR 9526, Part 2 GFE*)

INVITE DVBE CONTRACTORS TO BID -

- Solicit potential DVBE contractors identified by your own research, from DWR and/or OSDC.

- Solicitation must be specific enough so that potential sub-contractors may respond and each invitation must be equal.
- Solicitation may be by letter, email, fax or telephone.
- Consider each solicitation response:
- If you choose not to select a DVBE, you must document the basis for this decision and it must be a justifiable business reason.
- If you select a DVBE, document this information on DWR 9526, Part 1, Summary of Disabled Veteran Business Enterprise Participation. Include their OSDC certification letter and submit this documentation with your bid response.

Please note: The Department recommends faxing solicitation requests. However, in order for DWR to consider that a contact has been achieved, the soliciting contractor must follow-up with **personal contact** to the DVBE contractor to ascertain interest or availability and then document the results of that call. **A “no response” to a fax solicitation is not considered an adequate contact and will not be accepted by the department.**

Although contact with a minimum of three DVBE contractors is required, DWR *recommends* contact with at least five DVBE contractors to ensure receiving a minimum of three responses. Should there be difficulty in obtaining responses from any of the DVBE contractors selected or, if you have continued difficulty in getting a DVBE contractor to respond, please contact the DVBE Advocate for assistance.

ARE YOU READY TO SUBMIT YOUR DOCUMENTATION?

If you think you are ready to submit your paperwork, the Department strongly advises you request a pre-review of your DVBE paperwork from the DVBE Advocate.

WHEN *sub-contracting at least 3 % with a DVBE, include the following:*

- DWR 9526, The Part 1, Summary of Disabled Veteran Business Enterprise Participation (See Sample Attachment I, Part 1) fully completed,
- A copy of the DVBE contractor's DGS/OSDC certification letter (preferred) or,
- Internet verification from the OSDC Certified Firm Listing Web-site confirming the selected DVBE's current certification status.
- A completed and signed copy of the DWR 9526, Part III, Prime Bidder Certification of DVBE Sub- Contractor Selection, Attachment I. *Must be signed by both the Prime Bidder and the DVBE subcontractor.*

WHEN sub-contracting with a DVBE for **LESS THAN THREE (3) PERCENT**, provide the following:

A) A completed DWR 9526, Summary of Disabled Veteran Business Enterprise Participation, Part 1, including:

- A copy of the DVBE contractor's DGS/OSDC certification letter (preferred)
- Or,
- Printed verification from the OSDC Certified Firm Listing Web-site confirming the selected DVBE is currently certified.

B) A completed and signed 9526 Documentation of Good Faith Effort, Part 2, Attachment I (See Part 2, Sample Attachment I) including:

- A copy, or copies, of your advertisement posted in both a trade and focus paper, or a dual focus paper,
- Documentation of contact with local DVBE agencies. Additional sheets may be included.
- Documentation of contact with State agencies, the department DVBE Advocate, and local government agencies.

- A copy of the certified firm listing from the OSDC web-site. This firm listing shows a list of DVBE contractor names for that category of work needed, or it will show that there are no DVBE contractors available to perform the identified services.
- A printed copy of the contractor's Federal DOD/CCR contact downloaded from the Central Contractor Registration Web-site: <http://www.ccr.gov>

C) A completed and signed copy of the DWR 9526, Prime Bidder Certification of DVBE Sub-Contractor Selection, Part 3, Attachment I. Both the Prime Bidder and the DVBE must sign.

When no DVBE has been selected, a Good Faith Effort ***must*** be achieved and requires the following documentation:

- DWR 9526, Part 1, Summary of Disabled Veteran Business Enterprise Participation with "NONE SELECTED" clearly printed.
- The DWR 9526, Documentation of Good Faith Effort, Part 2, Attachment I, correctly filled in and signed (Include additional contact documentation as necessary)
- A copy, or copies, of your advertisement posted in both a trade and focus paper or a dual focus paper
- Documentation of contact with local DVBE agencies
- Documentation of contact with State agencies, the Department's DVBE Advocate, and local government agencies
- A copy of the certified firm listing from the OSDC web-site
- This firm listing shows either a list of DVBE contractor names for that category of work needed, or it will show that there are no DVBE contractors available to perform the identified services
- A printed copy of the contractor's Federal DOD/CCR contact downloaded from the Central Contractor Registration Web-site: <http://www.ccr.gov>

Note: Be sure to request a Notification of Compliance from the DWR Advocate once you have completed and submitted your DVBE paperwork to the Advocate for review. Include the Notification of Compliance with your DVBE documentation when you submit your final bid response to DWR program staff.

See Attachment III for direct link information to the DGS-OSDC DVBE Resources Information Packet.

Department Contact Information

For information regarding DVBE program participation compliance please contact the Department of Water Resources DVBE Program Coordinator/Advocate:

DVBE Program Advocate

LORIE HALL

Email: HallL@water.ca.gov

Phone: (916) 651-9705

Fax: (916) 653-6476

Advocate Back-up

DANA BRAZELTON

Email: Dbraz@water.ca.gov

Phone: (916) 651-6077

Fax: (916) 653-6476

Address

Department of Water Resources
Small Business/DVBE Advocate
1416 9th Street, Suite 315
Sacramento, California 95814

State of California – The Resources Agency
Department of Water Resources

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Part 1 – Summary of Disabled Veteran Business Enterprise Participation

COMPLETE PART 1 WHEN SUB-CONTRACTING ANY PORTION TO A CERTIFIED DVBE CONTRACTOR/SUPPLIER. YOU MUST INCLUDE ALL INFORMATION REQUESTED. MISSING INFORMATION MAY RENDER YOUR BID NON-COMPLIANT. STATE "NONE SELECTED" IF YOUR GOOD FAITH EFFORT RESULTS IN NO COMMITMENT TO A CERTIFIED DVBE SUBCONTRACTOR.

COMPANY NAME – List the name of the company proposed for DVBE participation. If the prime contractor is a DVBE, their name MUST be listed for participation.

CONTRACTING WITH – Show the name of the department or company with which the company listed is contracting.

NATURE OF WORK – Identify the proposed work to be performed or the commodities to be provided by the DVBE prime contractor or sub-contractor(s).

CLAIMED DVBE VALUE/PERCENTAGE – the total claimed value of the DVBE contractor or sub-contractor efforts represented in percentage i.e. 1%, 1.5% 3% etc. – **DO NOT INCLUDE DOLLARS IN THIS COLUMN.**

CERTIFICATION – In order to obtain DVBE participation credit, a certification for each DVBE listed for participation must be on file with the State Office of Small Business and DVBE Certification (OSDC). Bidders must include DVBE certification as part of their documentation.

	DVBE COMPANY NAME	CONTRACTING WITH	SERVICES PROVIDED OR COMMODITIES SUPPLIED	CLAIMED VALUE (Shown as %)	DVBE/OSDC CERTIFICATION NUMBER
1	Smith's Tool Shop	Happy Construction	Lumber	2%	32999
2	Concrete Specialist	Happy Construction	Concrete Services	1%	12777
3					
4					
5					

Has the participation goal of three percent (3%) for Disabled Veteran Business Enterprises (DVBE) been achieved?

X YES (Complete Part 3) ☐ NO (Complete Parts 2 and 3)

PART 2 – DOCUMENTATION OF GOOD FAITH EFFORT

GFE MUST BE COMPLETED IN ITS ENTIRETY WHEN LESS THAN 3% DVBE PARTICIPATION GOAL IS ATTAINED

NOTICE TO BIDDERS:

1. *DWR requires that a minimum of three (3) DVBE sub-contractors be contacted directly and solicited. The Department recommends contacting at least five DVBE contractor/suppliers to increase potential affirmative DVBE responses.*
2. *You must receive a response from the DVBE contractor/supplier, which can be substantiated, for the contact to be considered valid.*
3. *Solicitations to certified DVBE contractor/suppliers may be telephoned, mailed, e-mailed, or faxed. Copies of solicitations must be included with the bid response and all DVBE responses must be fully documented with contact name, time, date, phone number and results of the contact.*
4. *The Department of Water Resources accepts dual purpose (Trade and Focus) publication advertisements. Refer to DGS/Procurement Division's DGS Resource Packet to determine which publication is Trade, Focus, or a dual purpose publication.*
5. *Unless otherwise stated in the solicitation document, advertisements in these publications must appear a minimum of 14 days prior to the final bid submission date.*
6. *DVBE services or commodities subcontracted must provide a "commercially useful function" relative to the services requested by the Department. (Refer to Page 5 of the "DGS Resource Packet" and the California Code of Regulations, Title 2, Section 1896.1(I for clarification).*
7. *The Department's DVBE Advocate will provide a pre-review of DVBE GFE documentation to assure program compliance, if requested. The Advocate will provide contractors with a "Notification of Compliance" to include with their DVBE documentation when fully compliant.*

DWR DVBE ADVOCATE CONTACT INFORMATION:

LORIE HALL
DWR DVBE ADVOCATE
Voice: (916) 651-9705 Fax: (916) 653-6476
Email: hall@water.ca.gov

Sections 1896.63 and 1896.92 of the California Code of Regulations require that the bidder must document that contact was made with the soliciting Department, other State and Federal agencies and other local DVBE organizations to identify potential DVBE sub-contractor opportunities.

State of California – The Resources Agency
Department of Water Resources

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PART 2 – DOCUMENTATION OF GOOD FAITH EFFORT

STEP 1 – Contact the Awarding Department - Document at least one contact with the contracting official or the DWR DVBE Advocate to identify potential DVBE sub-contractors for participation in this solicitation. Contact may be by phone, email or at the Department's mandatory pre-bid meetings.

<u>Individual Contacted</u>	<u>Date of Contact</u>	<u>Time</u>	<u>Email Address</u>	<u>Phone #</u>
DWR DVBE Advocate	March 15, 2003 (email)	10:50 a.m.	halll@water.ca.gov	(916) 651-9705
DWR Contracting Official	March 10, 2003	2:15 p.m.	<u>heidiho@water.ca.gov</u>	(916) 111-1111

STEP 2 – Contact Other State and Federal Agencies and local DVBE organizations to identify DVBE contractors – Document at least one contact each: another State agency, the Federal Small Business Administration (SBA) and at least one local DVBE referral organization to identify potential DVBE sub-contractors for contract participation.

<u>State Agencies</u>	<u>Internet Address</u>	<u>Phone #</u>	<u>Contact Date</u>
DGS - Office of Small Business and DVBE Certification	http://www.dgs.ca.gov/osbcr	(916) 375-4940	March 15, 2003
DVBE Resource Information Packet (OSDC website):	http://www.documents.dgs.ca.gov/pd/dvbe/resource.pdf	(800) 559-5529	Downloaded March 14, 2003

Federal Agency - Note: The Small Business Administration is currently the only recognized Federal Agency contact; internet contact only

Additional Instructions: You must include evidence of DOD/CCR contact as part of your documentation. This may be done by downloading and printing the website contact information. Access the CCR site then select Dynamic Small Business link on the bottom left. Select options in the following sequence: First select Search Database; under State, select California; under Zip Code, select 9; under "Other Ownership Data", select Service Disabled Veteran; under Last Updated, enter 01/01/1900; select "Search Using These Criteria" at bottom of page. Document your contacts and results. Note: Be sure that any subsequent DVBE contractors you consider are *California* certified DVBE businesses before you contact them.

	<u>Contact Date</u>
DOD/CCR Internet Site Contact	March 20, 2003

Local DVBE Organizations - Listings to locate local DVBE organizations are available in the DGS DVBE Resource Packet on the OSDC website shown above. Include contact documentation with the bid submission.

<u>Agency/Organization Name</u>	<u>Contact Date</u>	<u>Person Contacted</u>	<u>Contact by Fax/Phone/Email</u>	<u>Phone #</u>
DVBE Alliance	March 23, 2003	Bella Bru	<u>bella@coffeeshop.net</u>	(333) 456-9088

State of California – The Resources Agency
Department of Water Resources

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PART 2 – DOCUMENTATION OF GOOD FAITH EFFORT

STEP 3 – Bidders must advertise in at least one Trade paper *and* one DVBE Focus paper, *or* in a dual purpose (Trade and Focus) publication. Advertisements must appear in publications *at least* fourteen (14) days prior to bid submission date. Access the DGS Resource Packet for publication names at <http://documents.dgs.ca.gov/pd/dvbe/resources.pdf>

	<u>PUBLICATION NAME</u>	<u>PUBLICATION DATE(S)</u>	<u>REQUESTED SERVICE/COMMODITY</u>
TRADE:	<i>XYZ, Builder's Advertisement</i>	<i>March 5 – March 12, 2003</i>	<i>Lumber Products, Concrete</i>
FOCUS:	<i>DVBE Herald</i>	<i>March 13 – March 19, 2003</i>	<i>Lumber Products, Concrete</i>

DUAL PURPOSE:

EXAMPLE ADVERTISEMENT FORMAT:

NOTE

A COPY OR COPIES OF THE ADVERTISEMENT(S) MUST BE ATTACHED TO PART 2, DOCUMENTATION OF GOOD FAITH EFFORT.

Disabled Veteran Business Enterprises are invited to participate as a potential subcontractor to provide commercially useful commodities or services specific to the Department of Water Resources Bid #567890 for **Construction Commodities** located in the Northern California.

DVBE contractors are asked to **provide lumber commodities and concrete services.**

Bid Due: March 27, 2003, 2 p.m.

Contact: **Happy Construction Company**
Sam Smith, General Manager
5678 Ford Street, Sacramento, 95842
Voice: (222) 222-2222; Fax (222) 222-2322
or Email: **sam.smith@abcnet.com**

State of California – The Resources Agency
Department of Water Resources

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PART 2 – DOCUMENTATION OF GOOD FAITH EFFORT

COPY THIS FORM AS NEEDED

STEP 4 – Invite potential DVBE businesses to participate in this solicitation process. Identify the DVBE contractor, method of solicitation (Fax, phone, or e-mail), nature of work or commodity requested and solicitation date. You must solicit *at least three* (3) DVBE contractors. Services or commodities requested must provide a commercially useful function to the services requested by the Department

<u>DVBE CONTRACTOR</u>	<u>SOLICITATION METHOD</u>	<u>COMMODITY/SERVICE</u>	<u>SOLICITATION DATES</u>
1. <i>Biltmore Homes</i>	<i>Fax</i>	<i>Lumber/Concrete</i>	<i>March 14, 18, 23, 2003</i>
2. <i>Hale's Hardware</i>	<i>Fax</i>	<i>Lumber</i>	<i>March 14, 18, 23, 2003</i>
3. <i>Smith's Tool Shop</i>	<i>Fax</i>	<i>Lumber</i>	<i>March 15, 18, 20, 2003</i>
4. <i>Concrete Specialist</i>	<i>Fax</i>	<i>Concrete</i>	<i>March 16, 19, 22, 2003</i>
5. <i>Frank's Cement Shop</i>	<i>Fax</i>	<i>Concrete</i>	<i>March 16, 19, 22, 2003</i>

STEP 5 – List the DVBE contractors who responded to your advertisements and solicitations, and the subsequent results of those contacts. You must provide a justifiable, and verifiable, reason for not selecting a DVBE subcontractor. If contact results in a DVBE selection, note "SELECTED" beneath "Results of Solicitation" and complete Part I - Summary of Disabled Veteran Business Enterprise Participation and, Part 3 Prime Bidder Certification of DVBE Sub-Contractor Selection.

<u>DVBE CONTRACTOR</u>	<u>ADDRESS/PHONE #</u>	<u>RESULTS OF SOLICITATION</u>	<u>REASON FOR NON-SELECTION</u>
1. <i>Biltmore Homes</i>	<i>123 Main St. Sallyforth, CA George Green (444) 222-1234</i>	<i>Not Selected</i>	<i>No Delivery to this region</i>
2. <i>Hale's Hardware</i>	<i>1728 Orange St, Mytown, CA Sam Smith (333) 223-7890</i>	<i>Not Selected</i>	<i>Specializes in fencing lumber</i>
3. <i>Smith's Tool Shop</i>	<i>1515 Smart St, Anytown, CA Avery Allen, (997) 444-5555</i>		SELECTED
4. <i>Concrete Specialist</i>	<i>2222 Front St. Smalltown, CA Jack Jones, (777) 555-9988</i>		SELECTED
5. <i>Frank's Cement Shop</i>	<i>4567 Seagull Ave, Hightide CA Francis Feather, (222) 910-9999</i>	<i>Not Selected</i>	<i>No Response from Contractor</i>

Part 3 - Prime Bidder Certification of DVBE Sub-Contractor Selection

In accordance with Military and Veterans Code, Article 6 (commencing with Section 999) of Chapter 6, Division 4 of the California Military Code, Public Contract Code 10115, as the prime bidder, you are yourself, or you have selected, and mutually agreed to partner with, a California certified DVBE contractor to provide commodities or services related to the performance of services identified in Department of Water Resources IFB/RFP Solicitation Number: **1004444**. Submission of this form constitutes an agreement between the Prime Bidder and the Certified DVBE Sub-Contractor to fulfill the California Disabled Veteran Business Enterprise Participation Program requirements. Any change to the DVBE sub-contractor must be requested in writing to the Department's DVBE Advocate.

This form must be signed by company representatives with recognized authority to do so.

SECTION I – PRIME BIDDER BUSINESS INFORMATION

Part A - Instructions to Bidder:

Complete Section I, Part A, Prime Bidder Certification of DVBE Sub-Contractor Selection
Identify the response deadline date in Section II, Part A
Fax or Mail this form to the Certified DVBE firm to complete Section II and return
You must include the completed Prime Bidder Certification of DVBE Sub-Contractor Selection
and a copy of the DVBE firm's DGS OSDC Certification Letter with your bid submittal.

Company Name:	HAPPY CONSTRUCTION COMPANY	FEIN#	94-000000
Street Address:	5678 FORD STREET		
City	SACRAMENTO	State	CA
		Zip Code	95111
Telephone Number:	(222) 222-2222	Fax #:	(222) 222-2322

Part B – Services/Commodities to be provided by the selected DVBE Sub-Contractor:

LUMBER AND LUMBER SUPPLIES

Part C - As the Prime Bidder I certify and agree to subcontract 2 percent with the Certified Disable Veteran Business firm identified in Section II. (Documentation of Good Faith Effort must be included when less than 3 percent has been achieved ***NOTE: Based on Part I (sample information) two forms would be needed, one for each DVBE subcontractor selected.***

Authorized Prime Bidder Name (Printed)

Authorized Prime Bidder Signature

SECTION II – CERTIFIED DVBE CONTRACTOR INFORMATION

Part A - Certified DVBE Contractor - complete the information below and return this form to the Prime Bidder by: ____/____/____. You must include a copy of your DGS OSDC letter with your response.

Company Name:	SMITH' S TOOL SHOP	FEIN#	92-88888
Street Address:	1515 SMART STREET		
City	ANYTOWN	State	CA
		Zip	93000
Telephone Number:	(997) 444-5555	Fax #:	(997) 444-5556
OSDC Certification #	32999	Expiration Date:	12/31/2006

Part B - I understand the above Prime Bidder is responding to the Department of Water Resources Solicitation No. 1004444. I agree to provide subcontractor services/commodities to the Prime Bidder identified in Section A., Part B. I understand the Prime Bidder is sub-contracting 2 percent for services or commodities as identified above.

Authorized Certified DVBE Name (Printed)

Authorized Certified DVBE Contractor Signature

Guidelines for Completing the Prime Bidder Certification of DVBE Sub-Contractor Selection

When a DVBE firm is selected to provide services or commodities in support of an awarded contract, the Prime Bidder Certification of DVBE Sub-Contractor Selection form must be completed. The completed form must accompany the OSDC DVBE Certification letter, and your documentation of compliance with the DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION PROGRAM at the time of final bid submission.

Failure to comply will result in disqualification of your bid from consideration in the bid evaluation and award process.

RESOURCE INFORMATION

1. Determine the type of service or commodity to be sub-contracted.
2. If you do not already know of a contractor, or contractors, contact the DGS, Office of Small Business and DVBE Certification (OSDC) website to conduct a search of certified firms. The DGS Certified Firm website may be found at:

<http://www.pd.dgs.ca.gov/smbus/default.htm>

3. Additional assistance to locate certified DVBE firms may be obtained by contacting the DWR Small Business Advocate at (916) 651-9705.
4. Following the guidelines in the Good Faith Effort Documentation, Attachment I, select and contact the certified DVBE firms to discuss partnering opportunities.

COMPLETING THE FORM

When an agreement to partner is reached, the Prime Bidder Certification of DVBE Sub-Contractor Selection Form must be completed and signed by both parties.

- ✓ Section I, Part A - Complete the Prime Bidder business information.
- ✓ Section I, Part B – Identify the services or commodities to be provided by the certified DVBE firm.
- ✓ Section I, Part C – Identify the DVBE participation percentage. You ***must*** include the participation percentage information. *Missing, or incomplete, information will disqualify your bid from evaluation consideration.*
- ✓ Section II, Part C - Print and sign* with authorized signature where indicated
- ✓ Section II, Part A – Identify the response needed date
- ✓ Fax the form to the selected DVBE firm to be completed, signed and returned.

Once returned, review the form for completeness. *Remember* - obtain the contractor's DGS DVBE Certification letter. Include both the Prime Bidder Certification of DVBE Sub-Contractor Selection form, and the OSDC Certification Letter with DVBE Attachment I.

This assures that both the Prime Bidder and the DVBE firm have signed copies.

ATTACHMENT II

“NOTIFICATION OF COMPLIANCE”

DEPARTMENT OF WATER RESOURCES



DATE: _____

To :
Attn :

Telephone:
Fax :

Number of Pages Including This Cover Sheet: 1

RE: **DVBE Program Compliance for Solicitation #**_____

This is to notify you that the Disabled Veteran Business Enterprise (DVBE) documentation submitted by your business has been reviewed and is in compliance with State laws and policies. Please attach this approval to your DVBE documents and include the documentation with your bid response.

Please don't hesitate to call me if you have questions or need additional assistance related to the DVBE Participation Program. I can be reached at the number noted below.

FROM: **Lorie Hall, DVBE Advocate**
Division of Management Services
1416 9th Street, Room 315
Sacramento, CA 95814-5515

Office: (916) 651-9705
FAX : (916) 653-6476
E-Mail: halll@water.ca.gov

OBTAINING THE DGS RESOURCE INFORMATION PACKET

DGS Procurement Division, Office of Small Business and DVBE Certification (OSDC- formerly known as Office of Small Business Certification and Resources, or OSBCR) will provide the DGS Resource Packet online to assist contractors to meet the requirements of the DVBE Participation Program Goals.

It also explains the qualification requirements for the Utilization Program, as well as how a contractor can substitute a Disabled Veteran Enterprise Business when the selected DVBE contractor can no longer provides services.

You may obtain the document through Internet access at the following website:

<http://www.documents.dgs.ca.gov/pd/dvbe/resource.pdf>

You may also contact the DWR DVBE Advocate for assistance obtaining this document by calling (916) 653-9705.